



FIRE PREVENTION SPECIALIST I

2FS02

DEPARTMENT(S): Department of Forestry & Fire Protection
OPENING DATE: February 2, 2022
FINAL FILING DATE: March 3, 2022
EXAM TYPE: OPEN
SALARY: \$3,498.00 - \$4,580.00
LOCATIONS: Statewide

EQUAL EMPLOYMENT & DRUG FREE STATEMENTS

The State of California is an equal opportunity employer to all, regardless of age, ancestry, color, disability (mental and physical), exercising the right to family care and medical leave, gender, gender expression, gender identity, genetic information, marital status, medical condition, military or veteran status, national origin, political affiliation, race, religious creed, sex (includes pregnancy, childbirth, breastfeeding and related medical conditions), and sexual orientation.

It is an objective of the State of California to achieve a drug-free state work place. Any applicant for State employment will be expected to behave in accordance with this objective, because the use of illegal drugs is inconsistent with the law of the state, the rules governing civil service, and the special trust placed in public servants.

WHO CAN APPLY

Persons who meet the minimum qualifications of the classification, as stated on this examination bulletin. All applicants must meet the education and/or experience requirements by the final filing date of **MARCH 3, 2022** unless otherwise noted on the class specification.

SPECIAL TESTING ARRANGEMENTS

If you have a disability and need special testing arrangements, mark the appropriate box on the application. You **MUST** submit the [Accommodation Request Form \(STD.](#)

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[679](#)) with your application. This can also be found on the California Department of Human Resources website.

HOW TO APPLY

To apply for this examination, please complete and return the following:

- [Examination/Employment Application \(STD.678\)](#). This can also be found on the California Department of Human Resource's website. *You may submit your application by mail or in person.*

****NOTE* If you are using education to meet the minimum qualifications, please attach a copy of your diploma and/or transcripts showing proof of coursework/completion/graduation, to your application packet.***

SUBMIT BY MAIL OR IN PERSON:

Department of Forestry and Fire Protection
710 Riverpoint Court
West Sacramento, CA 95605
Examination Unit – (Attn: Ashley Stewart)

DO NOT SUBMIT APPLICATIONS VIA E-mail

Applications postmarked or personally delivered after the final filing date of, **MARCH 3, 2022**, will not be accepted for any reason.

All applications must include "from" and "to" employment dates (month/day/year), time base, and applicable civil service class titles. Applications received without this information will be rejected.

PLEASE NOTE

Dates printed on Mobile Bar Codes, such as the Quick Response (QR) Codes available at the USPS, are not considered Postmark dates for the purpose of determining timely filing of an application.

If using the United States Postal Service (USPS) for delivery, there is no guarantee that your application will be postmarked and arrive by the final filing date. If your application does not have a postmark and arrives after the final filing date, your application will not be accepted into the examination. Therefore, to ensure timely delivery of your application, it is recommended that you use either parcel service, or certified mail. Using one of these options will provide proof the application was sent prior to the final filing date.

EXAMINATION INFORMATION

To obtain a position on the eligible list, applicants must receive a minimum rating of 70% on the examination. *This exam will consist of the following:*

STRUCTURED INTERVIEW (QUALIFICATIONS APPRAISAL PANEL) WEIGHTED AT 100%

In this type of exam candidates will be asked pre-determined, job-related questions by a two or three-person panel and rated against pre-determined benchmarks. *Candidates will be provided with scratch paper and a pencil.*

It is anticipated that interviews will be held in **MARCH/APRIL of 2022.**

PLEASE NOTE: All exam questions are based on the Knowledge, Skills and Abilities listed in this bulletin and the [Fire Prevention Specialist I](#) classification specification, which is located on the CAL HR website. Use this information when preparing for this exam and retain this bulletin for your reference.

CANDIDATES WHO DO NOT APPEAR FOR THE STRUCTURED INTERVIEW EXAMINATION WILL BE DISQUALIFIED.

MINIMUM QUALIFICATIONS

Possession of a valid driver license of the appropriate class issued by the Department of Motor Vehicles. Applicants who do not possess the license will be admitted to the examination but must secure the license prior to appointment.

and

"Either" I

Three months (480 hours) experience working as a Volunteer in Prevention with the California Department of Forestry and Fire Protection.

"Or" II

Six months of full-time experience coordinating the activities of a Fire Prevention Public Education/Awareness program or performing fire safety code inspections in a fire protection agency.

and

Education: Equivalent to fifteen college semester units preferably in Journalism, Communications, Liberal Arts, English, Fire Science, Administration of Justice, or Fire Protection Engineering from a recognized accredited institution of postsecondary education. (One additional year of qualifying experience may be substituted for the required education.)

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“Or” III

One year of firefighting or equivalent experience.

and

Education: Equivalent to fifteen college semester units preferably in Journalism, Communications, Liberal Arts, English, Fire Science, Administration of Justice, or Fire Protection Engineering from a recognized accredited institution of postsecondary education. (One additional year of qualifying experience may be substituted for the required education.)

ELIGIBLE INFORMATION

A Departmental eligible list will be established for the Department of Forestry and Fire Protection. This list will be abolished 12 months after it is established unless the needs of the service and conditions of the list warrant a change in this period.

REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION

Accepted applicants are required to bring either a photo identification card or two forms of signed identification to each phase of the examination AND the notice to appear showing the scheduled date and time of the exam.

POSITION DESCRIPTION

This is the first working level of the series. Under general supervision, incumbents are assigned work in the Fire Protection Planning Program or the Fire Prevention Program (education/law enforcement/public information).

In the Fire Protection Planning Program incumbents will conduct inspections of public occupancies and enforce applicable sections of Title 19 and Title 24 of the California Code of Regulations; conduct inspections of public assembly buildings, commercial, industrial, and specialized and hazardous occupancies; conduct field inspections of developments, buildings, water systems, fire warning alarm systems, and fire extinguishing systems to ensure compliance with all applicable fire laws, ordinances, and other regulations pertaining to fire protection and life safety; examine applications and project plans for buildings; maintain vehicles and other safety equipment; monitor assigned budgets; and coordinate funding.

Incumbents in positions in education/law enforcement/public information will assist program managers to administer and coordinate various fire prevention programs; plan and organize the fire prevention work of citizen volunteers; recruit volunteers; participate in team teaching; enforce forest and fire laws; oversee fire safety

patrols; conduct and oversee fire hazard and other inspections; issue citations; provide support to law enforcement operations; provide support during emergency incidents; write news releases; provide information on fire and life safety; design, construct, and display fire prevention materials; maintain fire and life safety and other public education information materials; maintain Volunteers in Prevention Program (VIP) records; prepare correspondence and reports and collect and evaluate VIP data; maintain training records; develop cooperative relationships with homeowners, contractors, and landowners; and assist or act as a Public Information Officer.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of:

1. Department policies pertaining to the operation of vehicles to ensure safe, legal, and efficient use of assigned motor vehicle.
2. Socio-economic considerations (e.g., demographics, culture, trends) to identify and address local issues related to fire prevention and education projects within the community.
3. Recruitment techniques (e.g., promoting, networking, soliciting) to assist in the endorsement of public safety and education through the Volunteers in Prevention (VIP) Program.
4. Fire prevention principles and safe practices through education, and experience in engineering and enforcement to provide employee and public health and safety.
5. Basic inspection techniques (e.g., observation, documentation, interpretation, code compliance) to plan an inspection program ensuring compliance with State and local laws, codes, and standards.
6. Basic inspection techniques (e.g., observation, documentation, interpretation, code compliance) to oversee an inspection program ensuring compliance with State and local laws, codes, and standards.
7. Basic inspection techniques (e.g., observation, documentation, interpretation, code compliance) to conduct an inspection ensuring compliance with State and local laws, codes, and standards.
8. Fire behavior (e.g., fuel conditions, topography, weather, fire terminology) to inform the public and media regarding appropriate suppression strategies and tactics.
9. Fire suppression methods (e.g., direct and indirect), suppression tools (e.g., McLeod, Pulaski, hand tools), and equipment (e.g., dozers, engines, aircraft) to inform the media and public.
10. Fire ground operations (e.g., structural, wild land, technical rescue) to inform the public and media regarding appropriate suppression strategies and tactics.
11. Vegetation burn characteristics (e.g., burn rate, flame length, flammability) to provide information to the public regarding defensible space.

12. Basic fire science for inspections to ensure good judgment when determining code requirements and compliance with appropriate laws, regulations, and ordinances.
13. Basic fire science for incidents to inform public with credible and accurate information during incidents.
14. Basic fire behavior for inspections to ensure safe operating conditions and compliance with appropriate laws, regulations, and ordinances.
15. Basic fire behavior for project review to ensure safe operating conditions and compliance with appropriate laws, regulations, and ordinances.
16. Basic fire protection engineering for inspections to ensure safe operating conditions and compliance with appropriate laws, regulations, and ordinances.
17. Fire prevention programs and regulations to reduce fuel loading and ignition sources to educate the public about fire-safe landscapes (e.g., defensible space).
18. Building codes and fire laws to ensure proper compliance and education to the public.
19. Fire prevention requirements (e.g., equipment, industrial operations, clearance) to plan and conduct inspections ensuring compliance with Federal and State laws and local ordinances.
20. Construction techniques to perform plan reviews and ensure compliance with fire codes.
21. Building materials and their burn characteristics to perform plan reviews, inspections and to ensure compliance with fire codes.
22. California Vehicle Code to ensure safe, legal, and efficient use of motor vehicle when driving.
23. Vehicle operation and maintenance (e.g., oil change, visual inspection, scheduling maintenance) to ensure safe and reliable use of assigned motor vehicles.
24. Time management and prioritization techniques to effectively and efficiently plan inspections and site visits within a large geographical area.
25. Motivational and leadership techniques, principles, and skills to recruit, retain, and motivate volunteers for team building within the Volunteers in Prevention (VIP) Program to maximize effectiveness.
26. Various research techniques (e.g., internet, code books, handbooks) to access information, compile and interpret data, and follow applicable guidelines needed to facilitate a variety of projects (e.g., report writing, grant proposals, Public Service Announcements) required for job assignments.
27. Inventory control and tracking methods to ensure adequate supplies (e.g., pens, brochures, forms) and equipment (e.g., tables, chairs, canopies) are maintained.
28. Chain of command of the Department to use as a guideline of authority and responsibility to follow during incidents or as needed to effectively operate within the organization.
29. First aid sufficient to maintain a safe working environment and to provide public and employee safety.
30. Outdoor safety/survival practices (e.g., navigation, hydration, hiking) to traverse land while performing inspections.

31. Incident management practices used to deliver emergency services with the intention of accurately interpreting and communicating information regarding incidents to the public and media.
32. Various training/teaching methods to develop and provide fire and life safety education at the appropriate level (e.g., public, volunteers, government agencies, stakeholders).
33. Public speaking methods (e.g., persuasive, informative, motivational) to effectively present information and instruction at the appropriate level (e.g., public, volunteers, government agencies, stakeholders).
34. Basic graphic design and display techniques to create effective visual displays (e.g., exhibits, signage, promotional items) used to convey fire and life safety education/information to the public.
35. Media operations to effectively utilize various media resources (e.g., print, radio, television, social platforms) to communicate relevant fire prevention and incident information to the public and media.
36. Relevant training (e.g., defensive driving, Equal Employment Opportunity, Cardiopulmonary Resuscitation) to stay current and maintain proficiency as a Fire Prevention Specialist.
37. The Incident Command System to participate during incidents to perform required job duties, roles, and responsibilities.
38. The mission, vision, and values of the Department to accurately provide information and service to the public.
39. The basic psychology of human behavior (e.g., understanding motivations, approaching others, reaching common ground) to gain public cooperation and provide for personal safety.
40. Public Information Officer duties to communicate to constituents about programs, initiatives, events, and issues providing information to the public and the media as required
41. Firefighting nomenclature to inform and translate for the lay person.
42. Basic writing skills to write news releases, newsletters, reports, and memos properly.
43. Fire science (e.g., oxygen, fuel, heat) in relation to prevention and education to competently present fire and life safety information.
44. Forestry and fire laws, rules and regulations (e.g., fire codes, burning, defensible space) as they pertain to inspections and engineering purposes to properly identify violations and to educate and enforce fire and life safety.
45. How fire suppression methods, suppression tools, and equipment are used effectively during incidents.
46. Fire prevention principles and practices to effectively educate the public.
47. Personal Protective Equipment for proper use and personal safety in accordance with Department policies and procedures.
48. How to lead, guide, and delegate duties to individuals (e.g., volunteers) to effectively manage the Volunteers in Prevention (VIP) Program.

Skill to:

1. Safely operate/drive different makes and models of Department vehicles in a variety of conditions (e.g., long distances, inclement weather, rugged terrain) to travel as needed for job assignments.
2. Tactfully and diplomatically mitigate complaints from the public to accomplish program goals.
3. Prepare clear and concise reports to communicate effectively.
4. Work effectively in a team to complete tasks, event/incident planning, problem solving, and decision making.
5. Keep staff motivated to accomplish program goals.
6. Inspect, investigate, and document projects or incidents to determine compliance with Federal, State, and local laws and regulations, and Department policies and procedures.
7. Develop and deliver effective oral and written presentations for information exchange and education of the public, employees, and others.
8. Plan, organize, and prioritize tasks to ensure efficient completion of assignments.
9. Manage and respond to sensitive and/or high profile issues to achieve Department goals and objectives.
10. Gather, compile, and apply information and data from various sources for research, decision making, and developing action plans, for inclusion in written and oral reports, communication, and completion of assignments.
11. Operate computers and software programs effectively (e.g., e-mail, spreadsheets, presentations) to provide accurate reports and information exchange with the public and Department employees.
12. Use appropriate Personal Protective Equipment to ensure personal safety.
13. Communicate performance standards and expectations to personnel for successful job performance.
14. Read and interpret maps, street signs, reference manuals, training materials, policies, procedures, reports, and correspondence for successful job performance.
15. Create graphic visual reports and conduct presentations (e.g., PowerPoint) for successful job performance.
16. Produce accurate and timely social media content.
17. Effectively organize and manage time to accomplish the timely completion of multiple assignments, deadlines, projects, and goals.

Ability to:

1. Read and understand written materials (e.g., reference manuals, training materials, policies) to effectively educate a variety of audiences (e.g., public, media, personnel).
2. Mobile communication devices (e.g., cell phones, two-way radios, tablets) to communicate with a variety of audiences (e.g., public, media, personnel).
3. Explain appropriate rules, laws, and codes as they relate to inspections and fire prevention to promote compliance.

4. Enforce appropriate rules, laws, and codes as they relate to inspections and fire prevention to ensure compliance.
5. Read the topography of the land analyzing the relationship between the natural landscape and fire behavior to advise stakeholders and the public (e.g., home owners, land owners, builders) regarding fire and life safety requirements (e.g., defensible space, applicable codes, building placement on property) ensuring compliance with State and local laws, codes, and standards.
6. Assert yourself on behalf of the Department to ensure enforcement of and compliance with State and local laws, codes, and standards.
7. Operate electronic devices (e.g., cell phone, Global Positioning System, tablets) to facilitate job assignments (e.g., projects, inspections, incidents).
8. Be a leader to coordinate group activities (e.g., Volunteers in Prevention [VIP] Program, students, media).
9. Be resourceful (e.g., locating vendors, funding, networking) to accomplish job assignments.
10. Demonstrate patience when dealing with coworkers and the public to facilitate cooperation and effective communication.
11. Interact effectively with the public in a professional manner given the nature and needs of the situation and the individuals or group involved.
12. Interact professionally with coworkers and the public in stressful, hazardous, or emergency situations to help mitigate incidents.
13. Use situational awareness to maintain personal and public safety.
14. Maintain confidentiality regarding sensitive information and situations encountered during the performance of the job.
15. Successfully pass Department physical examination and/or meet Respiratory Protection Program requirements.
16. Successfully pass required training (e.g., Public Officer, defensive driving, First Responder/Cardiopulmonary Resuscitation) to be prepared for all assigned job duties.
17. Perform intermediate mathematics (e.g., algebra, percentages, ratios) to complete various tasks, including inspections, budgets, grant proposals, inventory control, and other calculations.
18. Communicate in writing to convey clear and concise ideas and information to various audiences (e.g., public, media, personnel).
19. Speak professionally (e.g., courteously, precisely, effectively) to the public, media, and personnel to provide information (e.g., complex issues, specifics, instructions).
20. Make formal and informal public presentations on various topics (e.g., defensible space, fire and life safety, volunteer training) to communicate and educate a variety of audiences with varying levels of understanding.
21. Use electronic devices (e.g., cell phone, tablet, computer) to create documents and reports to provide accurate information to Department personnel and other public/private entities, maintain accurate records, and meet program requirements.
22. Demonstrate computer literacy by utilizing computer software (e.g., Microsoft) to create documents and reports.

23. Perform administrative duties (e.g., filing, inventory, completing paperwork) necessary to meet operational needs.
24. Analyze situations (e.g., emergencies, inspections, media events) and make sound decisions to ensure appropriate and effective action.
25. Maintain cooperative relationships with various entities (e.g., personnel, public, contractors, stakeholders, media, allied agencies) to complete tasks and reach common goals.
26. Navigate (e.g., maps, Global Positioning Systems, computer software) to locate specific job destinations (e.g., inspection sites, property with no physical address, industrial buildings) and plan a route to arrive at job assignments.
27. Operate a variety of recording equipment (e.g., computer, camera, audio/visual systems, voice recorder) for successful job performance.
28. Communicate effectively verbally to relay accurate information and education regarding fire and life safety in emergency and non-emergency situations.
29. Oversee the work of others (e.g., volunteers, personnel) to plan, organize, and evaluate their performance and ensure safe, effective, and efficient completion of assignments.
30. Coordinate volunteer program activities to assist with the Volunteers in Prevention (VIP) Program.
31. Recruit, retain, and motivate volunteers (e.g., Volunteers in Prevention [VIP] Program) to maintain workforce to meet recruitment goals, program needs, and objectives.
32. Create, design, and construct artistic visual displays to promote the Department's fire life and safety message for various events (e.g., fairs, community events, schools, service organizations, career days).
33. Educate and/or train others (e.g., personnel, volunteers, the public) to provide knowledge and understanding of fire and life safety information within the Department and to the public.
34. Effectively organize and manage time to accomplish the completion of multiple assignments, deadlines, projects, and goals.
35. Perform basic first aid to provide initial care to a patient(s) for an illness or injury during a medical emergency.
36. Oversee and participate in inspections performed by Volunteers in Prevention (VIP) Program and station personnel for compliance with State laws, local codes and regulations.
37. Physically perform duties of the position (e.g., hiking, bending, lifting) to accomplish required job assignments.
38. Independently conduct and schedule inspections and meetings to plan time for consulting with the public and allied agencies.
39. Interpret, explain, and enforce codes, rules, and Department policies and procedures to successfully convey information to the public and personnel.
40. Understand and employ good fire and life safety practices to protect self and others.
41. Be flexible with hours and change focus/priorities at short notice to accommodate the needs of the job.
42. Be a quick and effective speaker to manage unplanned communications.

43. Adapt to new ideas and changes to meet challenges (e.g., policies/procedures, problem solving, political issues) of the job.
44. Continuously coordinate and organize tasks based on media needs to get all essential information out to the public as an emergency requires.
45. Listen and follow directions to carry out assigned duties.
46. Be professional and cooperate with individuals (e.g., public, contractors, personnel) with diverse backgrounds (e.g., age, cultural differences, gender) to accomplish work assignments.
47. Address and resolve conflicts to meet demands of the job while dealing with various issues that may arise (e.g., inspections, emergencies, enforcement).
48. Work in close proximity with others to carry out assigned duties.
49. Communicate (e.g., written, oral, electronic) clearly and concisely to be understood and to provide necessary information.
50. Effectively communicate the Department's message to the media (e.g., sound bites, press releases, interviews).
51. Remain calm and perform effectively in high stress situations to perform job duties (e.g., incidents, inspections, deadlines).
52. Lead people in stressful, hazardous, or emergency situations to help mitigate incidents.
53. Recognize audience type (e.g., children, public, personnel) and deliver suitable message to convey necessary information and achieve understanding.

VETERANS' PREFERENCE

Veterans' Preference will be granted for this examination, pursuant to Government Code section 18973.1, effective January 1, 2014 as follows: 1) Any veteran, widow or widower of a veteran, or spouse of a 100 percent disabled veteran, who achieves a passing score in an entrance examination, shall be ranked in the top rank of the resulting eligibility list. Any veteran who has been dishonorably discharged or released is not eligible for Veterans' Preference. 2) An entrance examination is defined, under the law, as any open competitive examination. And 3) Veterans' Preference is not granted once a person achieves permanent civil service status. Veteran status is verified by the California Department of Human Resources (CalHR). Directions to apply for Veterans' Preference are on the Veterans' Preference Application (Std. Form 1093), which is available at [CalHR Veterans Information](#).

CONTACT INFORMATION

Department of Forestry and Fire Protection
(916) 894-9580
CALFIREexams@fire.ca.gov

TDD is Telecommunications Device for the Deaf and is reachable only from phones
Equipped with a TDD Device

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1 (800) 735-2929 (TT/TDD) 1 (800) 735-2922 (Voice)
STS is Speech-to-Speech Service for persons with a speech disability and is
reachable at
1 (800) 854-7784 (California) or 1 (800) 947-8642 (Nationwide)

GENERAL INFORMATION

For all examinations (with or without a written feature), it is the candidate's responsibility to contact the Department of Forestry and Fire Protection, (916) 894-9580, three weeks after the cut-off/final filing date if he/she has not received a progress notification or notice to appear.

If a candidate's notice of oral interview or performance test fails to reach him/her three days prior to their scheduled appointment due to a verified postal error, he/she will be rescheduled upon written request.

Examination Locations: When a written test is part of the examination, it will be given in such places in California as the number of candidates and conditions warrant. However, locations of interviews or performance evaluations may be limited or extended as conditions warrant.

Applications are available online at CalHR, local offices of the Employment Development Department and the testing Department on this job bulletin.

If you meet the requirements stated on this bulletin, you may take this examination, which is competitive. Possession of the entrance requirement does not assure a place on the eligible list. Your performance in the examination will be compared with the performance of the others who take this test, and all candidates who pass will be ranked according to their scores.

The Department of Forestry and Fire Protection reserves the right to revise the examination plan to better meet the needs of the service, if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service laws and rules and all competitors will be notified.

General Qualifications: Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others; and a state of health consistent with the ability to perform the assigned duties of the classification. A medical examination may be required. In open examinations, investigation may be made of employment records and personal history and fingerprinting may be required.

Eligible Lists: Eligible lists established by competitive examination, regardless of date, must be used in the following order: 1) sub-divisional promotional, 2) Departmental promotional, 3) multi-Departmental promotional, 4) service-wide promotional, 5) Departmental open, 6) open. When there are two lists of the same

kind, the older must be used first. Eligible lists will expire in one to four years unless otherwise stated on the bulletin.

If High School Equivalence is Required: Equivalence to completion of the 12th grade may be demonstrated in any one of the following ways: 1) passing the General Educational Development (GED) Test; 2) completion of 12 semester units of college work; 3) certification from the State Department of Education, a local school board, or high school authorities that the candidate is considered to have education equivalent to graduation from high school; 4) for clerical and accounting classes, substitution of business college work in place of high school on a year-for-year basis.

Confidentiality and Security: Pursuant to Government Code Sections 19680(c) and 19681(b) it is unlawful to copy and/or furnish confidential examination material for the purpose of either improving or injuring the chances of any person or to obtain examination questions or other examination material before, during, or after an examination. Every person violating these provisions is guilty of a misdemeanor, and adverse action will be pursued. This may result in the person being barred from competition in future examinations, withheld from certification lists, or cancellation of eligibility for employment in State civil service.

How to apply for Veterans' Preference: The California Department of Human Resources (CalHR) has information on how to apply for Veterans' Preference at [CalHR Veterans Information](#), and the Application for Veterans' Preference determination (CalHR 1093).